

OBC FACT SHEET: PREQUALIFICATION OF CONTRACTORS

Year Established:

1978. Pursuant to provisions of Article VI, Section 4 (f) of the Charter of the City of Baltimore; and the City of Baltimore Rules for Qualification of Contractors.

Who Must be Prequalified:

All contractors, whether prime contractors or subcontractors, intending to bid on or perform on contracts with the City for an amount of \$25000 or greater.

Difference Between Prequalification and Certification:

A Prequalification Certificate insures the City that a firm is qualified in their profession to do the contracted work. Certification is a process whereby a firm owned by a minority or woman can seek classification as an MBE and/or WBE by applying to the Minority and Women's Business Opportunity Office in the City's Law Department.

Their phone number is (410) 396.4355 and their website is:

<http://mwbd.baltimorecity.gov/>

When must you be prequalified:

Prime contractors must be prequalified prior to purchasing bid documents and submitting a bid. Subcontractors must be prequalified prior to commencing work.

Where to apply for prequalification:

Submit an original signed and notarized Contractor Application to:

Office of Boards and Commissions

4 South Frederick Street,

4th Floor, Baltimore, MD 21202

Attn: Contractor Prequalification

*Please note, faxed ore-mailed applications are not acceptable submissions.

Is there a fee?

There is no cost to the applicant for the prequalification process or for your Prequalification Certificate.

Contact Person:

Department of Public Works,

Office of Boards & Commissions, 410-396-6883

How long is the prequalification process start to finish?

Approximately 40 days from the date a fully completed application is received to Board of Estimates approval.

Length of approval per prequalification period and renewal frequency thereafter:

One year from BOE approval date. Re-qualification is required on an annual basis.

Website:

<http://dpwapps.baltimorecity.gov/obc> Once on the DPW page scroll down left side column and click on Office of Boards and Commissions.